

RECORDS SERIES PROFILE
RECORDS RETENTION SCHEDULE
APPLICATION #900131-02

SCHEDULE #: 90-119

EFFECTIVE DATE: 10/15/90

Agency Code: 460
Agency: State Merit System of Personnel Administration
Creating
Office: Eligibility Unit, State Health Benefit Plan

Series
Title/Dates: "Repeals To Health Benefits Coverage
Transactions," 1981 and continuing

Access: Open
Class: Individual

Related To: Corrections made to records which document the
health benefits coverage of members

Arrangement: Alphabetical by the name of member

Retention
Requirement: Administrative: two (2) years

Media: Paper

Disposition
Instructions: Cut off at end of calendar year,
Hold in current files area two (2) years, then
Destroy.

This records retention plan gives the State Records Committee
approved retention instructions for the named records series by
the named creating office.

Edward Weldon
Edward Weldon
Secretary of State Designee

10/19/90
Date